

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Manager's Name]  
[Company's Name]  
[Company's Address]  
[City, State, ZIP Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a change in my current job position from [Current Position] to [Desired Position] effective [Desired Effective Date].

I have thoroughly evaluated my career goals and believe that transitioning to [Desired Position] aligns more closely with both my professional aspirations and the needs of our team. [Briefly explain reasons for the request and how it benefits the company.]

I am committed to ensuring a smooth transition and am willing to assist in any way necessary during this process. I appreciate your consideration of my request and look forward to discussing this opportunity further.

Thank you for your time and support.

Sincerely,

[Your Name]